

CITY OF CARLSBAD CLASS SPECIFICATION

JOB TITLE: TRANSPORTATION DIRECTOR

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under broad administrative direction of the Public Works Director: develop and manage transportation plans, policies and funding programs; lead, plan, organize, coach, direct and coordinate the city's Transportation Engineering, Traffic and Construction Management and Inspections (CM&I) divisions and programs, including the city's capital improvement program. Perform highly responsible and complex professional administrative work; and perform related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position reporting directly to the Public Works Director. The Transportation Director is responsible for the development of transportation engineering, traffic and CM&I policies, goals, objectives and priorities as well as execution of the city's transportation programs and objectives. This role provides general strategic and administrative direction to the city departments that are assigned, which typically include Traffic Design Engineering, Traffic Monitoring, Inspection, and Signal Operations, Mobility Programs and CM&I.

KEY RESPONSIBILITIES:

Direct the city's Transportation Programs, which include but are not limited to: design, construction, operations and maintenance of streets and other public facilities.

Assist in the development of the division's goals, objectives, policies, and priorities.

Direct design work necessary for the construction of capital improvement projects.

Direct the securing of rights-of-way or easements.

Determine the need for (and plan for) obtaining rights-of-way.

Plan transportation improvements that focus on improving the mobility of people and promote transit-oriented community development.

Develop work plans, research issues and studies; evaluate operational needs and policies for city and regional transportation plans and projects; establish shared traffic service objectives for high priority transportation improvement projects.

Direct the checking of plans and the review of maps submitted by consultants or contractors.

Direct the maintenance of record maps and direct land surveys.

Direct the inspection of public improvement construction.

Coordinate office and field engineering activities.

Responsible for oversight of the Traffic Safety Commission.

Direct the preparation, development and evaluation of technical studies; analyze and determine necessary actions.

Lead and direct traffic efforts involving the design and installation of vehicular and pedestrian transportation systems such as streets, bikeways and parking facilities.

Develop and direct project design and construction schedules.

Review and approve plans and specifications for traffic and transportation construction.

Direct the preparation of calls for bids and recommends award of contracts.

Develop and review plats and spreads for special assessment districts.

Coordinate work with engineering representatives of other governmental agencies on items of common concern.

Oversee the efforts of traffic design engineering.

Oversee Construction Management and Inspections.

Develop annual division budget, performance measures, and cost of service studies.

Oversee and promote public outreach concerning projects, policies, activities and services of the transportation department.

Analyze data, make recommendations, prepare reports and make presentations on the formulation of policy recommendations and procedure, and staffing and organizational requirements for Transportation and Traffic Management, in alignment with guiding principles adopted by the City Council.

Conduct policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

Attend and make presentations at meetings of the City Council, and other city boards and commissions.

Coordinate and provide responsible staff assistance to the Public Works Director and other city boards and commissions as assigned.

Participate in regional transportation activities and maintain city presence and position on regional committees/commissions.

Represent the city at community or professional meetings; make presentations to Council, advisory committees, business and educational groups on a variety of department issues.

Attend conferences, schools and professional meetings to keep current with new developments in traffic/civil engineering and administration.

Coordinate activities with other city departments and other public or private agencies.

Establish inclusive citizen involvement that promotes understanding, input and feedback to further the department's mission.

Collaborate with other city Directors: Police Department, Community and Economic Development, the City Attorney's Office, and Finance.

Respond to and resolve difficult and sensitive inquiries and complaints.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Strategic management techniques and methodology.
- Advanced Systems Management, continuous improvement practices and Project Management principles.
- Principles of program organization, contracting, business administration, budget and human resources management.
- Principles and practices of civil and-traffic engineering.
- Federal, State, municipal laws, statutes, codes and ordinances related to public works and civil and traffic engineering.
- Permitting, legal, regulatory, and technical requirements related to traffic and transportation.
- Local government financial practices and procedures.
- Methods and techniques of research, statistical analysis and report presentation.

Ability to:

- Plan, organize and direct the development and operation of the city's Transportation Engineering and Traffic Management, CM&I and related programs.
- Provide administrative and professional leadership for the division.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Research, collect, compile, and analyze technical data and reports; review documents for completeness and accuracy.
- Analyze problems, identify alternative solutions, predict consequences of proposed actions, and implement recommendations in support of division goals.
- Develop and administer annual and long-range programs and budgets.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Exercise judgment and determine compliance with existing laws and regulations.
- Work cooperatively and effectively with management staff, employees and others.

- Select, supervise, coach, train, support, and evaluate assigned staff.
- Communicate clearly and concisely.
- Maintain records and logs; prepare clear and concise reports, correspondence, and complex written materials.
- Use word processing, spreadsheets, database, and presentation applications or other technology to perform relevant job duties.
- Work well under pressure to meet deadlines.
- Establish, maintain, and foster positive working relationships.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in transportation planning, civil engineering or related field, and, ten years of progressively responsible professional work experience in the field of transportation planning, traffic engineering, construction management, or a closely related field at management and leadership level.

A master's degree is highly desirable.

SPECIAL REQUIREMENTS:

Possession of a valid certificate of registration as a Civil Engineer issued by the State of California Board of Registration for Civil and Professional Engineers.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: Nov. 14, 2017